SECTION 7
ELECTRONIC SUBMISSION

7-1. Rate Tender Transmission.

7-1.1. ELECTRONIC TRANSMISSION.
All electronic rate transmissions submitted in accordance with this request MUST be via the Internet utilizing the File Transfer Protocol (I-FTP) as defined in RFO Section 1-1.4.

7-1.2. FORMAT REQUIREMENTS.
Format requirements as set out in this RFO Section 6 must be strictly adhered to. Submissions received from Participants or Participants Rate Filing Service Providers not conforming to format requirements will be found unacceptable.

7-1.3. FILE PREPARATION.
In order to transfer the file via the I-FTP, the file must be saved and transmitted as an unformatted ASCII (TEXT ONLY) flat file (i.e. no tab characters, etc.). The file must not have a top, bottom, right, or left margin.
Note: The type of software you will be utilizing will determine what must be done to prepare the file for transmission.

7-1.3.1. File Naming Convention.
Implementation of the Interagency Transportation Management System (ITMS) has created the need for the development of a File Naming Convention. This File Naming Convention applies to any new, late, or supplemental rate offer(s) transmitted in accordance with the RFO.

FILE NAME	MAXIMUM POSITIONS	POSTIONS	CONTENTS
Participant's SCAC or Rate Filing Service Provider (RFSP) Filing Code	4	1-4	*Participant*: If transmitting its own rates, enter SCAC. *RFSP*: If transmitting rates on behalf of a Participant, enter RFSP code. If all four (4) positions are not utilized, enter an underscore(s) (_) at the end.
Rate File Number	4	5-8	May be alpha, numeric, or any combination.
Extension	4	9-12	MUST BE HHG

(example: (1) ABCD1234.HHG); (2) ABC_1234.HHG; (3) ZZXX1298.HHG; (4) XX__NO97.HHG)

If as a Participant or Rate Filing Service Provider, you are unsure as to your firm's SCAC or code in GSA's CHAMP, contact Kim Chancellor as identified in RFO Section 1-6.

The File Naming Convention identified above MUST be strictly adhered to. Failure to do so will result in the rate offer(s) not being picked up from the Participants or Participants Rate Filing Service Provider directory on the FTP and/or automatic rejection of the rate offer(s).

7-1.4. ACCESSING THE I-FTP.
GSA is unable to provide specific instructions on how to access the I-FTP, how to upload a file onto the I-FTP, how to down-load a file from the I-FTP, or how to move around in the I-FTP due to the fact that accessing and operating within the I-FTP are dependent upon the type of Internet software utilized by a firm. Consequently, a firm will need to contact their I-FTP provider for assistance. Listed below is information we can provide. The address to GSA's I-FTP directory and two different methods (there are others) by which to access a firm's individual directory in which a firm's rate file(s) will need to be uploaded.

7-1.4.1. I-FTP ADDRESS.
kcftp.gsa.gov

7-1.4.2. DIRECTORY ACCESS.
Methods to access individual directories (items in bold are words/phrases THAT YOU MUST TYPE IN EXACTLY).

> FTP>**CD CARRIERS**\USER ID OR FTP
> > OR
> D:**PUB\CARRIERS**\USER ID

Once you have placed a file onto the I-FTP within your firm's directory, you can follow the steps identified below to verify that your firm's file was successfully transmitted onto the I-FTP.
1. Exit I-FTP;
2. Re-connect to I-FTP;
3. Enter your firm's assigned User ID and Password when requested;
4. Change to your firm's directory - FTP>CD CARRIERS\USER ID or FTP>D:\PUB\CARRIERS\USER ID; and
5. Type Dir.

You should then see your firm's file identified in your firm's directory. If the file doesn't appear, you will need to "Upload" the file to the I-FTP again. The steps identified above will only assist you in verifying that your firm's rate offer file was transferred successfully onto the I-FTP. Following these steps WILL NOT verify that the contents of your firm's rate offer file have been formatted correctly.

7-1.7.   Confirming Rate Transmission.

Each business day morning, the PMO (RFO Section 1-6) will run a program that will automatically search the carrier FTP directory and count the number of rate records contained in a file that has been transmitted since the last time the program was executed. Once counted, the program will automatically place a file in the appropriate carrier's FTP directory verifying the number of rate records received. This file will be named (Participant's SCAC)HHG.txt. Participant's can use this .txt file to confirm that the PMO has received the appropriate number of rate records. This .txt file ONLY CONFIRMS the number of rate records received – it does not validate the content or formatting of data contained in the participant's rate offer. Participants will receive notification of rate filing deficiencies in accordance with RFO Section 1-1.6.